

Flathead County
Range: Union (Sheriff's Office)
Job Code: 1438

Civil Clerk

GENERAL DESCRIPTION:

- Prepares and processes all forms of civil papers
- Answers incoming civil calls and assists civil walk-ins
- Collects civil payments, balances and deposits civil revenue
- Cross trains in all other office clerk positions for assistance as needed or required which may include warrants, records, tax, and office receptionist duties as directed
- Other duties as assigned

ESSENTIAL FUNCTIONS:

- Prepare and Process All Civil Papers
Including but not limited to:
 - Temporary Orders of Protection
 - Orders of Protection
 - Writs of Execution
 - Summons and Complaints
 - Writs of Possession
 - Divorce Orders
 - Involuntary Commitments
 - Order to Show Cause
 - Service and Returns of Service
- Sheriff's Sales
 - Vehicles, Livestock, mobile homes
 - Postings, Mailings, Publications
 - Certification upon Completion
 - Assist with Sale as needed
- Enter, update and keep current the Civil Computer Program
- Daily Receipts for all Civil Revenue
- Daily Balancing and Bank Deposits
- Monthly Bank Reconciliation

KNOWLEDGE AND SKILLS:

- Type 45 wpm net (attach Job Service Typing Test Certificate)
- Ability to deal with the public and courts in a tactful, pleasant, courteous and diplomatic manner and to maintain the confidentiality of information
- Ability to work conjointly with personnel in front office to maintain a cohesive working environment
- Basic understanding of office procedures and ability to understand and follow directions
- Superior written communication skills including spelling and grammar

- Rapid and accurate operation of computer keyboards. Operation of software packages in the office: Civil Software, Excel, Word (Internal software-FCCJN, CJIS). Operation of office machines: including fax machine, copier and ten-key
- Ability to multi-task
- Ability to work with little or no supervision

Action:
Adopted

Date:
09/14/2010

Reference:
Commissioners' Minutes